CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

PROCESS	BUSINESS RECORD TITLE	RESPONSIBLE FOR	FILE LOCATION	RETENTION	ARCHIVE	ARCHIVE
		COMPLETION	(Office No.)	PERIOD	LOCATION	PERIOD
Acquisition of Supplies or Services	Purchase Request Log	CLCS Procurement	Electronic Media/PCC	End of Project	N/A	N/A
KDP-P-1169-BASIC		Coordinator	Rm 3084			
	Purchase Request	CLCS Procurement	Original/PCC Rm 3084	End of Project	N/A	N/A
	(Supplies/Equipment or	Coordinator				
	Property Turn-In) KSC-749					
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KENNEDY SPACE CENTER BUSINESS MANAGEMENT SYSTEM

Content Revised: 2/27/98

KDP-KSC-F-1147
Rev: Basic